



**MATERIALS AND STORES SUPERVISOR II,
CORRECTIONAL FACILITY**
California Correctional Health Care Services

OPEN – STATEWIDE EXAMINATION

FINAL FILING DATE: April 29, 2013

CONTACT
INFORMATION
ON THE WEB

www.cphcs.ca.gov

www.ChangingPrisonHealthCare.org

We are an Equal Employment
Opportunity employer to all
regardless of race, color, creed,
national origin, ancestry, sex, marital
status, disability, religious or political
affiliation, age, or sexual orientation.

Position Information

Positions currently exist statewide with the California Correctional Health Care Services.

The Materials and Stores Supervisor II, Correctional Facility, is the second level working supervisor in the series. Incumbents may either (1) supervise the receipt, storage, issuance, and shipping of a volume of varied supplies requiring complex storage practices in a large redistribution or point-of-use warehouse or supply room, including supervision over a group of assistants; or (2) in an assigned geographic area, have charge of a large volume of equipment, stores and supplies for a State agency, and be responsible for the maintenance of control records on the movement of equipment; or (3) assume equivalent duties and responsibilities in assisting a higher grade warehousing supervisor.

Salary and Benefit Information

Currently, as of July 1, 2007: \$3,497 - \$4,201 per month.

Through June 30, 2013, full-time employees' monthly pay will be reduced by 4.62% in exchange for eight (8) hours of leave. Part-time employees shall be subject to the pay reduction on a pro-rated basis consistent with their time base.

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.

Minimum Qualifications

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I," or "II," or "III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.



**Materials and Stores
Supervisor II,
Correctional Facility**

*California
Correctional Health
Care Services' vision is to
provide constitutionally
adequate medical care to
patient-inmates of the California
Department of Corrections and
Rehabilitation within a delivery
system the State can
successfully manage and
sustain.*

Minimum Qualifications (Continued)

Either I

One year of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility) or Materials and Stores Supervisor I in California state service.

Or II

Three years of experience in a storeroom or warehouse in work involving the receipt and issuance of large volume of varied commodities. (Experience in California state service applied toward this requirement must include at least one year in a class at a level of responsibility at least equivalent to Materials and Stores Supervisor I.)

Additional Desirable Qualifications: Education equivalent to completion of the twelfth grade; completion of college-level work in the fields of accounting and/or business administration.

Special Personal Characteristics: Strength, good physical agility, and willingness to do heavy manual labor.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

Examination Information

This examination consists of a Training and Experience Assessment weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**TRAINING AND EXPERIENCE ASSESSMENT
WEIGHTED 100%**

Knowledge of:

1. Modern warehousing methods and practices, including the keeping of receiving, shipping, and inventory records.
2. Freight rates and classifications.
3. Office of Procurement specifications.
4. Regulations involved with consolidated freight shipments, stock array systems.
5. Freight claim procedure.
6. Operation of motorized material handling equipment.
7. Inventory and quality control.
8. The Department's EEO Program objectives, a manager's role in the EEO Program, and the processes available to meet EEO objectives.



**Materials and Stores
Supervisor II,
Correctional Facility**

*California
Correctional Health
Care Services' vision is to
provide constitutionally
adequate medical care to
patient-inmates of the California
Department of Corrections and
Rehabilitation within a delivery
system the State can
successfully manage and
sustain.*

How to Apply and Test

The Application and Training and Experience Assessment are available on the internet. Applicants respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training and Experience Assessment. The application form for Materials and Stores Supervisor II, Correctional Facility is contained within the internet process; therefore, a standard state application is not necessary. You may apply and take the Training and Experience Assessment on the internet by connecting to the following on-line instructions:

http://cphcs.hodesiq.com/bl_joblist.asp

If you do not have internet access, there are public access internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest internet terminal is located and the policies related to usage.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Selection Services Section at (916) 691-5894 to make specific arrangements.

Application Deadline/Testing Period

The Application and Training and Experience Assessment are available on the internet from **April 26, 2013 at 8:00 a.m. to April 29, 2013 at 5:00 p.m., Pacific Time**. During that period you may apply and take the Training and Experience Assessment on our internet testing site.

Please allow a sufficient amount of time, approximately 30 – 60 minutes, to complete both the Application and Training and Experience Assessment process before the 5:00 p.m. deadline. All Applications and Training and Experience Assessments NOT completed by the 5:00 p.m. deadline will not be accepted for any reason.

Eligible List Information

An open statewide eligible list will be established to fill vacancies within the California Correctional Health Care Services. The list will be abolished 12 months after establishment unless the needs of the service and conditions of the list warrant a change in the period.

Veterans Points and Career Credits

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career Credits will not be granted in this examination.



**Materials and Stores
Supervisor II,
Correctional Facility**

*California
Correctional Health
Care Services' vision is to
provide constitutionally
adequate medical care to
patient-inmates of the California
Department of Corrections and
Rehabilitation within a delivery
system the State can
successfully manage and
sustain.*

General Information

Applications are available at the State's career website at jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call
(916) 691-5894 or 1-877-793-4473.

California Relay Service for the Deaf or Hearing Impaired:
1-800-735-2929.

This bulletin cancels and supersedes all previously issued bulletins.